Position Inventory Number:

PD0232

Classification Specification:

EVIDENCE CUSTODIAN

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Salary Range:

AF 23

Incumbent:

POLICE/EVIDENCE

PD0232

GENERAL PURPOSE:

Under the direction of the Lead Evidence Technician, preserve, catalog, store and dispose of materials and property as evidence for criminal prosecutions, or safekeeping; maintain related records and files.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Receive, label and catalog materials, property and other items seized as evidence for criminal prosecutions, or safekeeping.

Prepare and maintain comprehensive records and reports related to the preservation, location and disposition of evidence.

Maintain current knowledge of departmental policies and legal requirements governing the preservation, presentation and disposition of evidence.

Maintain supply room and equipment used by patrol officers; order supplies and equipment as needed; maintain storage area in a neat and orderly condition.

Testify in court regarding the preservation and integrity of evidence presented in criminal proceedings.

Transport evidence for laboratory examination, documenting locations and the "chain of custody" as required by law.

Auction, release, return to owner or otherwise dispose of evidence and found property in accordance with established policies and legal requirements.

Assist Lead Evidence Technician in processing crime scenes as requested. Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

Rules of evidence and applicable laws.

Appropriate methods of storing equipment, materials and supplies.

Various data and word processing computer software related to Police work.

SKILLED IN:

Oral and written communication.

Record keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Preserving, labeling, cataloging and storing

Processing and disposing of evidence in accordance with legal requirements and department policies.

Maintaining records and preparing reports.

ABILITY TO:

Lift and store boxes and supplies approximately 50 pounds.

Understand and follow oral and written direction.

Establish and maintain cooperative and effective working relationships with others.

Operate department computers relating to evidence record keeping.

Work independently with little direction.

Type 35 words per minute proficiently.

MACHINES, TOOLS AND EQUIPMENT USED:

Operate computers/keyboards, telephones, typewriters and other evidence equipment related to the position.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While Performing the duties of this job, the employee is:

Frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, controls or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move approximately 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

MINIMUM EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to high school graduation and one year experience in a law enforcement environment.

LICENSES AND OTHER REQUIREMENTS:

Washington Crime Information Center (WACIC) certificate within one year of employment. Must possess or have the ability to obtain a valid Washington State Driver's license at time of hire, necessary to perform field work;

Be 21 years of age at date of hire in compliance with liquor and handguns laws

WORKING CONDITIONS:

May be required to respond during non-duty hours to handle evidence related functions. Office environment with occasional outdoor exposure subject to varying terrain. Subject to controlled exposure to hazardous chemicals and materials utilized in the processing, recovery and storage of evidence.

Incumbent's Signature	Date
Supervisor's Signature	Date
Department Director's Signature	Date
Employee Services Division Director Signature	Date
Approval: Civil Service Chair	Date

**Note: This document will be reviewed and updated annually at time of employee performance appraisal; when position becomes vacant; or, if position duties are changed significantly.

Revision History: 7/97; 8/94